

ILLEGIB

		DATE
		1953
		1956
		1961
		1954
AF	Air Force Forms Management Manuals	52 & 58
ARDC	Air Force Forms Management Program, Address by Robert D. Rice at Second ARDS Forms Management Seminar on Objectives and Progress of the Program	1953
AF	Air Force Instructions and Regulations on Forms	48-53
AF	Air Force Management Summary Sheet	1953
AF	Air Force Script for Forms Management Indoctrination	1960
Army	Army Forms Control and Standardization Manuals and Pamphlets	47-56
ASF/NARS	ASF Manual M-703-6, Control Manual-Standardization of Forms	1944
GSA	All Forms Cost Money	1959
Army	Army Intelligence Report Forms	1959
ABO	Blueprint for Forms Management, Robert D. Rice's talk at ABO Records Management Meeting	1957
Budget Bureau	Budget Bureau Circulars, A-17, Clearance of Standard Forms; A-32, Standardization of Clinical and Health Record Forms and a-40, Clearance of Plans and Report Forms Under the Federal Reports Act	47-54
Commercial	Business Forms (Pamphlets and Samples)	Current
RMS	Carrico College Forms Management Kits	1960
RMS	CIA Records Management Program Guide (A brief on the Functional Areas of Records Management) RESTRICTED (Filed in C/RMB's 2-dr safe)	1953
RMS	CIA Forms Management Program Booklet	1954

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Commerce	Commerce Department's Forms Design and Standardization Handbook	1957
USDA	Common Sense in Forms	1957
FMC	Constitution of the Forms Management Council	1960
NY Port Authority	Designing Forms - The Port of New York Authority	1958
Chrysler	Forms - A Plan for Controlling the Cost of Having them Printed, Article by Frank Griffin	Undated
GSA	Forms Analysis - GSA Handbook	1959
King Features	Forms Cartoon - Unnecessary Reports, by Jimmy Hatlo	Undated
RMS/Chief's Office Safe	Forms Control and Standardization, R-10 SECRET	1952
Steel Co. of Canada, Ltd.	Forms Control Manual	1957
GSA	Forms Design - GSA Handbook	1960
Prudential Ins. Co. of America	Forms Engineering	Undated
IRAO	Forms, Fosdic and the 1960 Census, Talk by Morton Myer	1961
GSA	Forms Improvement Kit - GSA Workshop	1959
IRAO	Forms Improvement Workshop, Talks by Dr. Grover and Messrs. Angel and Ricks	1959
GSA	Forms Management, Proposed GSA Handbook, FSN 7610-616-9189 - NOT YET PUBLISHED	
FMC	Forms Management Council - Annual Meeting - How and Why the Forms Management Council was Organized by Ev. Alldredge and Goals of the Forms Management Council by Robert D. Rice	1960
AF	Forms Management Program in the Air Force	1950
RMS	Forms Used in Forms Management .Form 2, Form Record and Index Control .Form 30, Request for Approval of Form .Form 30a, Form Stock Replenishment Notice, Coordination and Approval Record	49-60

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	.Form 223, Monthly Form Report	
	.Form 223a, Forms Management Report	
	.Form 1194, Forms Survey Sheet	
	.Form DD 85, Forms Analysis Chart of Recurring Data	
	.Form DD 86, Forms Design Guide Sheet	
	.Form DD 87, Forms Design Guide Sheet (16x21)	
	.Form DD 88, Forms Design Guide Sheet (25% reduction)	
	.Form DD 89, Forms Design Guide Sheet (33&1/3% " ")	
	.IBM Form 12-4049-11, Layout Form-IBM Card	
	.Standard Register Co. Form 1-55, Specification Sheet for IBM Electric Accounting Machine	
	.Standard Register Co. Form 1224, Universal Ten to the Inch Specification Sheet	
RMS	Forms Management Information, Memo to all Area Records Officers - CONFIDENTIAL - Filed in O/FMB's Safe	1954
ICA	ICA Forms Management Program Handbook	1961
DOD	Interdepartmental Forms Standardization and Control Board, Summary of Activities in NME	1947
The Office Magazine	Manual of Business Forms, by Wallace B. Sadauskas	1955
New York City	Manual of Forms Design, New York City	1953
State Mutual Life Ass'n.	Methods of Eliminating and Combining Forms, by John Boxhus	Undated
NSA	NSA's Forms Management Manual	1954
The Office Magazine	Office Management in the Air Force	1952
IRAO	Organizing for Better Management of Directives and Forms, a Report from two IRAO Roundtables by G.E. Wylie and Robert D. Rice	1960
AF	Paper Peril, Article in AF Management Summary Sheet	1953
GPO	Paperwork Management - Part I - Forms Management Hearings pursuant to HR 262	1956
GPO	Paperwork Management and Printing Facilities Hearings pursuant to HR 2945	1956
GPO	Paperwork Management and Printing Facilities - Part II Publications Management, Hearings pursuant to HR 2945	1957
RMS	Poster - Orme the Form says "Don't Waste Forms"	1954

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WPB/NARS	Principles of Design and Standardization of Forms	1943
RMS	Revision of Forms Numbering System, CONFIDENTIAL memo to all Area Records Officers (O/FMB's safe)	1954
RMS/Chief's Office Safe	Requesting Forms, [REDACTED] SECRET	1952
RMS/Chief's Office Safe	R10-305	
Hoover Comm. NARS	Requirements List - Forms Management Survey Team - Paperwork Management Task Force	1954
AF	Savings Record - Form and Procedure	1952
GSA	Specialty Forms, PROPOSED GSA HANDBOOK, PSN 7610- NOT YET PUBLISHED	
State Dept.	State Department's Forms Management Handbook	1957
Navy	Streamlined Paper-Saving Operations Win Efficiency Awards	Undated
ASF/NARS	Suggestions for Organization of Forms Control and Standardization Program, ASF/AGO	1944
Office Ex- ecutive Magazine	Too Many Forms Spoil the Profit, by M.O. Couvillon, Esso Standard Oil Co.	1951
AF	USAF Forms Standardization Program (Mgmt. Trng.)	1949
VA	VA's Forms Control and Standardization Manual MP-1	1946
Systems and Procedures Magazine	Why Forms Control is Essential to Business, by Ray Marien	1959

CORRESPONDENCE MANAGEMENT

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
	Are You Dropping Your O'S? (1-page flyer)	RMS
	Bottled up by an Addressing and Distribution Problem? Use new Thermofax Label Paper	RMS
1954	Correspondence Management - The Answer to Cutting Correspondence Costs	RMS
1959	Data Guide's Solid Plastic Reference Charts - Guides on Grammar, Punctuation and Writing	RMS
	Is rewriting or retyping always necessary?	RMS
	Letterex (1-page flyer plus samples available)	RMS
1956	Typing Booklet - The Correct Angle for Faster, More Accurate and Easier Typing	
1954	Form Letters	GSA
1955	Guide Letters	GSA
1955	Plain Letters	GSA

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has copies of above

CORRESPONDENCE MANAGEMENT MATERIALS
(All available in O/FMB's files unless otherwise indicated)

ORIGINATOR AND SOURCE	DESCRIPTION	DATE
✓ RMS	Are You Dropping Your O's? (1-page flyer)	Undated
Unknown	Bibliography - Correspondence Management	"
✓ RMS	Bottled up by an Addressing and Distribution Problem? Use new Thermofax Label Paper	"
✓ RMS	Correspondence Management - The Answer to Cutting Correspondence Costs (Pamphlet)	1954
✓ RMS	Correspondence Style and Procedures, CONFIDENTIAL - Filed in O/FMB's safe	1955
✓ RMS/Commercial Present.	Data Guide's Solid Plastic Reference Charts - Guides on Grammar, Punctuation and Writing	1959
RMS	Forms Used in Correspondence Management .Form 36-291 Test, Unanswered Correspondence Inventory	1957
OTR	Guide for Typists and Stenographers, TR RM 1-2	1954
✓ RMS	Is rewriting or retyping always necessary? (1-page flyer)	Undated
✓ RMS	Letterex (1-page flyer plus samples available)	Undated
Unknown	Time and Cost Factors in Creating a Typical One-half page, 175 word Letter	"
RMS/Commercial Sources	Typewriter Ribbons and Special Carbons, Data on	60-61
✓ RMS	Typing Booklet - The Correct Angle for Faster, More Accurate and Easier Typing	1956
RMS P or GSA	Uses - Correspondence Management	Undated
GSA	Correspondence Management Workshop	1959
✓ GSA	Form Letters - GSA Handbook	1954
✓ GSA	Guide Letters - GSA Handbook	1955
✓ GSA	Plain Letters - GSA Handbook	1955
Navy	Streamlining Correspondence	Undated
USDA	What Makes a Letter Plain? (USDA Grad. School Anne'mt)	Undated
VA	Improving Letters by the VA Form Letter Improvement Project	1960

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GSA	Sample Correspondence Management Directive	Undated
VA	The 4-3 Program...An Evaluation, VA Pamphlet 03-1	1960
VA	The Winning Letter - Common Sense About Writing to People - VA Pamphlet 5-20	1957

REPORTS MANAGEMENT

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
1954	An Introduction to Reports Management	RMS
1954	Analyzing Requirements for Administrative or Management Reports	RMS
1955	Operating an Area Reports Management Program	RMS

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of above.*

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(All Available in C/FMB's Files Unless Otherwise Indicated)

(All Available in C/FMB's Files Unless Otherwise Indicated)

ORIGINATOR AND SOURCE	DESCRIPTION	DATE
RMS	An Introduction to Reports Management	1954
RMS	Analyzing Requirements for Administrative or Management Reports	1954
RMS	Forms Used in Reports Management .Form 142, Request for Approval of New or Revised Reporting Requirement .Form 521, Report Survey .Form 855, Reports Reference	1955 1958 1955
RMS/Rec. Ctr. Job #61-341 Box #1	Guide to Conducting the DD/S Reports Management Survey (CIA INTERNAL USE ONLY)	1955
RMS	Objectives of Reports Management	1954
RMS/Rec. Ctr. Job #61-341 Box #1	Operating an Area Reports Management Program	1955
" "	Procedures for Conducting the Reports Management Survey	1955
" "	Sample Office Notice Inaugurating a Reports Management Program	1954
" "	Sample Office Regulation for Operating a Reports Management Program	1955
" "	Types of Administrative or Management Reports and Documents Exempted from the DD/S Reports Management Survey	1955
USDA	Common Sense in Reports	1957
Navy	Improve Your Reports	1955
Navy	Managing Reports and Forms	1955
AF	Reports Control Directives	48-51
VA	VA Reports Control Program	1960

REPORTS MANAGEMENT

	<u>DATED</u>	<u>TITLE</u>	<u>DIST.</u> <u>SOURCE</u>	<u>COPY</u> <u>FILED</u>	<u>EXTRA</u> <u>COPIES</u>
	✓1954	Sample Notice Inaugurating Reports Program	RMS		
	✓1954	Sample Regulation for Operating Reports Program	RMS		
	✓1954	Reports Analysis	RMS		
	✓1954	Reports Management Program Guide	RMS		
	✓1954	An Introduction to Reports Management	RMS	✓	
	✓1954	Analyzing Requirements for Reports	RMS		
25X1A	1956	Records Management [REDACTED] (Para. 1c(1) Reports Management)	Reg/S	✓ Reg	
25X1A	1954	Evaluation of Disseminated Information Reports [REDACTED]	Reg/S	✓ Reg	
	✓1956	Operating an Area Reports Mgt. Prog.	RMS	✓	

FILING EQUIPMENT AND SUPPLIES

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
1957	Security Desk Trays	RMS
1959	Equipment Cost Figures for Statistical Purposes	RMS
1959	Linear and Cubic Footage Conversion Chart	RMS
1959	Record Equipment Cost Figures and Form Utilization	RMS
1960	Costs to Store One Cubic Foot of Records	RMS

MAIL OPERATIONS

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
1960	Logging of Classified Intelligence Reports	RMS
1959	Courier Receipt and Log Record and the New Agency Chain Envelope	RMS

RECORD CONTROL SCHEDULES

and


RECORDS DISPOSITION

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
1954	✓ Disposal of Communications Control Records	RMS
1955	✓ Records Disposition	RMS
1956	✓ Applying Records Schedules	GSA
1958	✓ Disposal Authorization for Certain Control Records	RMS
1958	✓ Records Retirement Procedure	RMS
1958	✓ Instructions of Survey Work Sheet (Form 138)	RMS
1958	✓ Instruction on Records Control Schedule (Form 139)	RMS
1958	✓ Guide for Records Disposition	RMS
1959	Request by DCI That Records Holdings be Reduced	RMS
1959	✓ Retirement of Top Secret Documents	RMS
1959	✓ Glossary of Records Disposition Terms	GSA
	✓ Review of Records Control Schedules	RMS

RECORDS CENTER

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
1955	Federal Records Center	GSA
1957	Instructions for Transferring Records To and From the Records Center	RMS (Records)

VITAL RECORDS PROGRAM

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>	
1951	Operating Procedures for Vital Records Program	RMS	
1956	"Check List" for Reviewing Vital Records	RMS	STATINTL
1958	Protecting Vital Operating Reports	GSA	

CURRENT ANNOUNCEMENTS

(Distributed by RMS Periodically)

Inter-Agency Records Administrators Conference	(IRAC)	(Monthly)
Inter-Agency Management Analyst Conferences	(IMAC)	(Selected Meetings)
American University Records Management Institute		(Annual)
Archives Admin. Inst.		(Annual)
Records Management Class Sched.		(Annual)
Records Management Cert. Sched.		(Periodically)
OTR Filing Workshops		(Annually)
Support Exhibit		(Quarterly)
Intelligence Exhibit		(Periodically)
NARS Seminars	Records Management Speeding Correspondence Source Data Automation	As Needed
Directory of Area Records Officers		(Periodically)